3863 6468 Personal assistant (m/f/d) EUR 45,000 p.a. Personnel assistance (m/f/d) EUR 45,000 p.a.  
  
Everyone is different and together we are strong. We make sure that tasks and skills are well coordinated and that a suitable working environment offers the necessary framework for good performance. This is how interested people become satisfied new team members who want to stay. With us and with our customers.  
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HERE YOU WILL WORK  
  
To expand the team, we are looking for a personnel assistant (m/f/d) as part of a direct placement for our client, a well-known company in the shipbuilding sector.  
  
THOSE ARE YOUR TASKS  
  
• You manage the registration and certification system and deal with correspondence with the authorities and health insurance companies  
• You also maintain structured personnel master data and personnel files and process all data relevant to payroll accounting in the system  
• In addition, you act as a contact person for the employees, answer questions about the company pension scheme and take care of the processing  
• In your role, you will process and control payroll accounting and ensure that everything runs smoothly  
• Finally, you will process, among other things, wage garnishments, create personnel statistics and also be involved in the monthly and annual financial statements  
  
WITH THIS YOU CAN POINTS  
  
• You have completed commercial training and have gained initial professional experience in HR administration  
• You are experienced in dealing with standard Office programs such as Excel. Knowledge of DATEV or a comparable accounting program would also be desirable  
• Knowledge of how to deal with tax and social security law is also an advantage  
• Finally, you enrich the team with a careful way of working, organizational skills, confidentiality and reliability  
  
DOES NOT FIT?  
  
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UNSOLICITED APPLICATION  
  
JOB DETAILS  
  
Job category:  
  
office management  
  
Workplace:  
  
Oldenburg  
  
Working hours:  
  
Full time 35 hrs/week  
  
Employment:  
  
Permanent employment  
  
Compensation:  
  
EUR 45,000 p.a.  
  
YOUR ADDED VALUE  
  
▪ Mobile working by arrangement  
  
▪ Modern tools  
  
▪ Personal support  
  
▪ Pay above the standard pay scale  
  
▪ Holiday and Christmas bonuses  
  
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Our address is aimed at all members of society. Personnel Administrator None 2023-03-07 15:58:28.431000